

# **Air Education and Training Command**

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***Replenishing the Combat Capability of America's Air Force***



## **WIDE AREA WORK FLOW RECEIPT ACCEPTANCE**

**U.S. AIR FORCE**

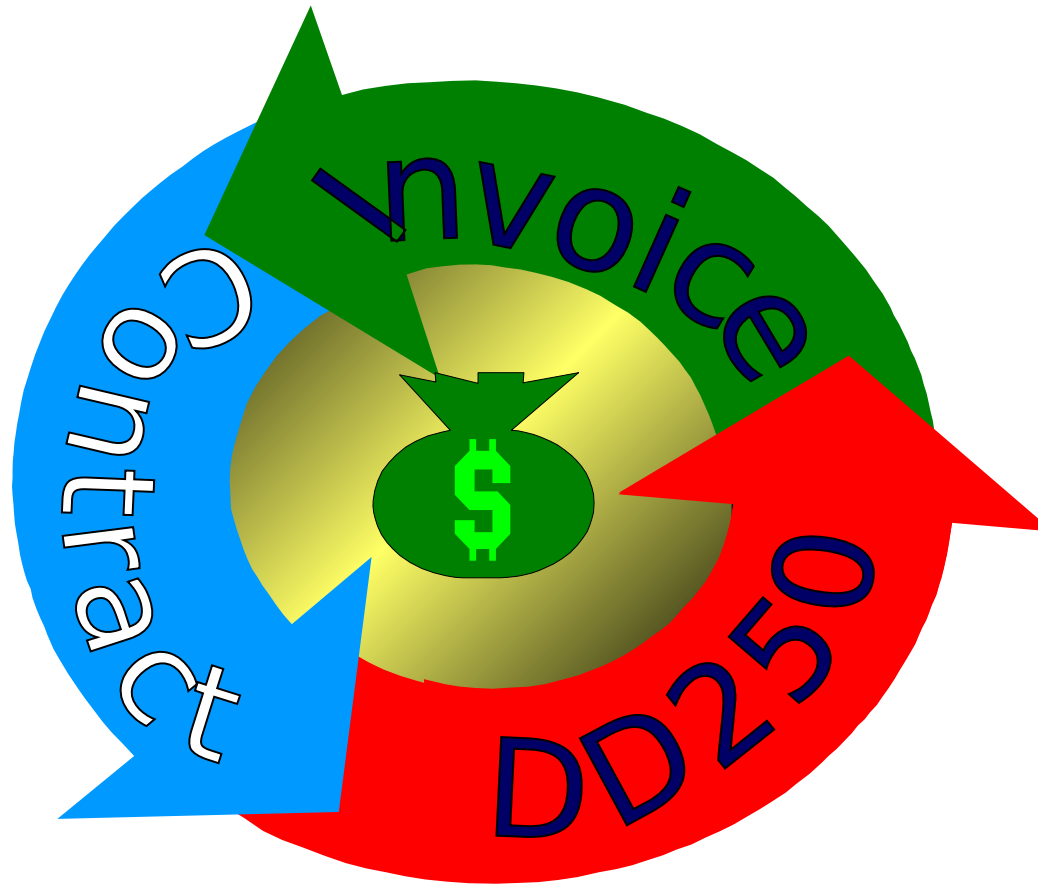
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***Integrity - Service - Excellence***



# Wide Area Work Flow (WAWF)



**ELECTRONIC INVOICING - RECEIVING REPORTS**



# Establishing a Partnership



- **Joint Policy and Procedures Council (JPPC)**
  - Develop a working partnership between HQ AETC FMF/LGC and DFAS-SA
- **The Problem**
  - Run-away interest penalties and lost discounts
  - It's their fault – not mine
- **The Leadership Challenge**
  - Identify the cause, develop a game plan to fix the problem, and improve our business processes
  - Change the “business as usual environment”
  - Reduce interest penalties and take advantage of payment discounts



# Establishing a Partnership



- **The Results**

- The JPPC realized early in the study that no one agency or function was at fault and that partnering by all stakeholders was necessary to fix the problem
- Study results concluded that the customer, contracting, vendor, and financial communities all shared in creating the problem
  - Conflicting invoicing instructions to the contractor
  - Failure to process receipts and/or certified invoices in a timely manner
  - Invoices not completed properly or loss documents
  - Administration of the receipt and payment processes not jointly managed by customer, contracting, or comptroller managers



# Establishing a Partnership



- The real success story
  - The partnership between HQ AETC/FM/LG and DFAS-SA is recognized as the “**BEST**” throughout the AF
  - Shortfalls in our business rules and procedures were identified and fixed
  - A joint Financial/Contracting training program was developed that targeted the customer, contracting and finance business partners
  - **WAWF-RA was determined to be part of the fix**



# Establishing a Partnership



- **Challenge**

- Senior Contracting and Comptroller officials need to jointly search for opportunities for improving the receipt and payment process at their respective locations
- Joint education of all stake holders must continue to sustain the successes realized to date
- Include unit Resource Advisors early in the acquisition planning cycle
- Aggressively manage the joint administration of the receipt and payment process



# WAWF Deployment Status



- Deployed to date

Randolph

Altus

Keesler

Laughlin

Lackland

Goodfellow

Luke

Columbus

Vance

Tyndall

Little Rock

Sheppard

- Partial Deployment

Maxwell

Mid-Jul 03



# WAWF-RA Deployment Plan



- Deployment Plan
  - The plan focused on customer and contractor training and phased activation of WAWF-RA capabilities based on the number of contractors signing up to electronically submit requests for payment (electronic invoices)
  - Use of WAWF-RA by authorized AETC resource advisors/designated personnel was made mandatory as each Wing activated the program (Inspection/Acceptance Phase)
  - Mandatory use by AETC personnel automatically eliminated the flow of paper between base receipt/certification personnel and the DFAS - San Antonio Operating Location vendor pay function





# WAWF-RA Deployment Plan



- Phased Deployment
  - Phase 1
    - HQ AETC/LGC/FMF briefed senior Wing Leadership on program objectives
    - HQ AETC/LGC/FMF trained Wing Project Officers (Comptroller/Contracting)
    - Wing Project Officers identified major base-level contracts for phase 1
      - Aircraft Maintenance
      - Trainer Maintenance
      - Air Field Management
      - BOS and extremely large dollar contracts



# WAWF-RA Deployment Plan



- Phased Deployment
  - Phase 1
    - Wing Project Officers identified resource advisor/QAEPC/Project Officer responsible for these contracts
      - Provide WAWF training
      - Register with WAWF
    - Coordinated with selected contractors (Invoice Management)
      - Provide WAWF training (Computer Based Training Package)
      - Register with WAWF



# WAWF-RA Deployment Plan



- Phased Deployment
  - Phase 2
    - Wing Project Officers will identify base-level contracts for phase 2
      - Remaining service contracts
      - Construction contracts
      - Provide WAWF training and registration instructions to Wing/Installation personnel Register with WAWF
      - Provide WAWF training and registration instructions to selected contractor's



# WAWF-RA Deployment Plan



- Phased Deployment
  - Phase 3
    - Wing Project Officers will identify all remaining base-level contracts for phase 3
    - Wing Project Officers will identify resource advisor/QAEPC/Project Officer responsible for these contracts
      - Provide WAWF training
      - Register with WAWF
    - Wing Project Officers coordinate with selected contractors (Invoice Management)
      - Provide WAWF training
      - Register with WAWF



# WAWF-RA Deployment Plan



- Core deployment strategies
  - Mandatory use of WAWF (receipt processing) for all AETC resources
  - Expand use of the Stock Record Account Number (SRAN) to identify officials responsible for receipt processing and invoice certification
  - Limit to Resource Advisors, Cost Center Managers, QAE's, Construction Project Officers, Program Managers, and Contracting Officials



# WAWF-RA Deployment Plan



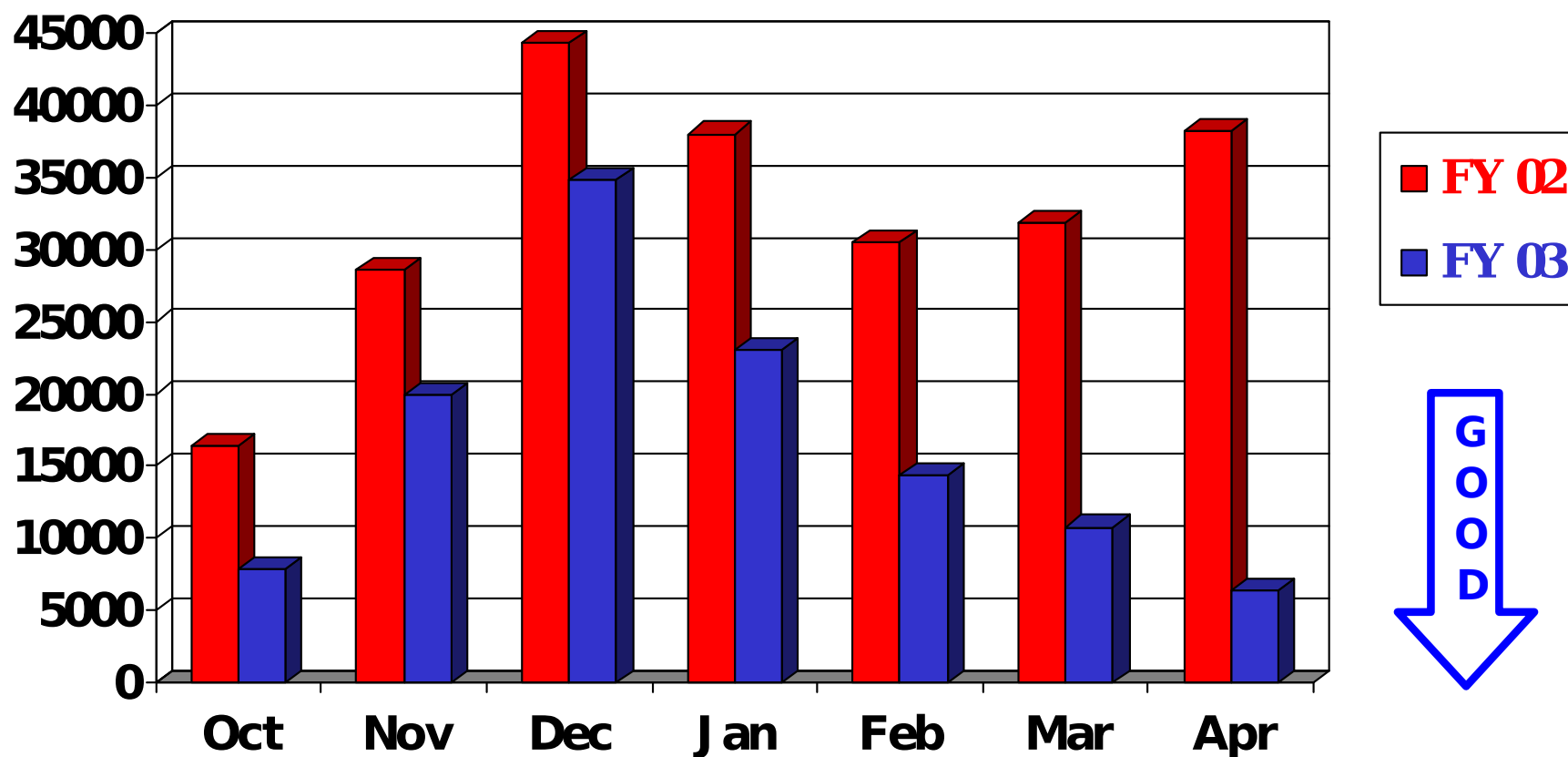
- Vendor Education Program
  - Encourage base-level contracting and finance action officers to host joint vendor conferences to promote use of WAWF
    - Developed Vendor Training Computer Based Training Package – Similar to DLA package
  - Developed business procedures to advertise WAWF (e.g., mass mailing, posting information to local public web pages, etc.)
  - Partnering with Small Business Administration, local Chamber of Commerce, outreach programs, etc.



# Interest Penalty



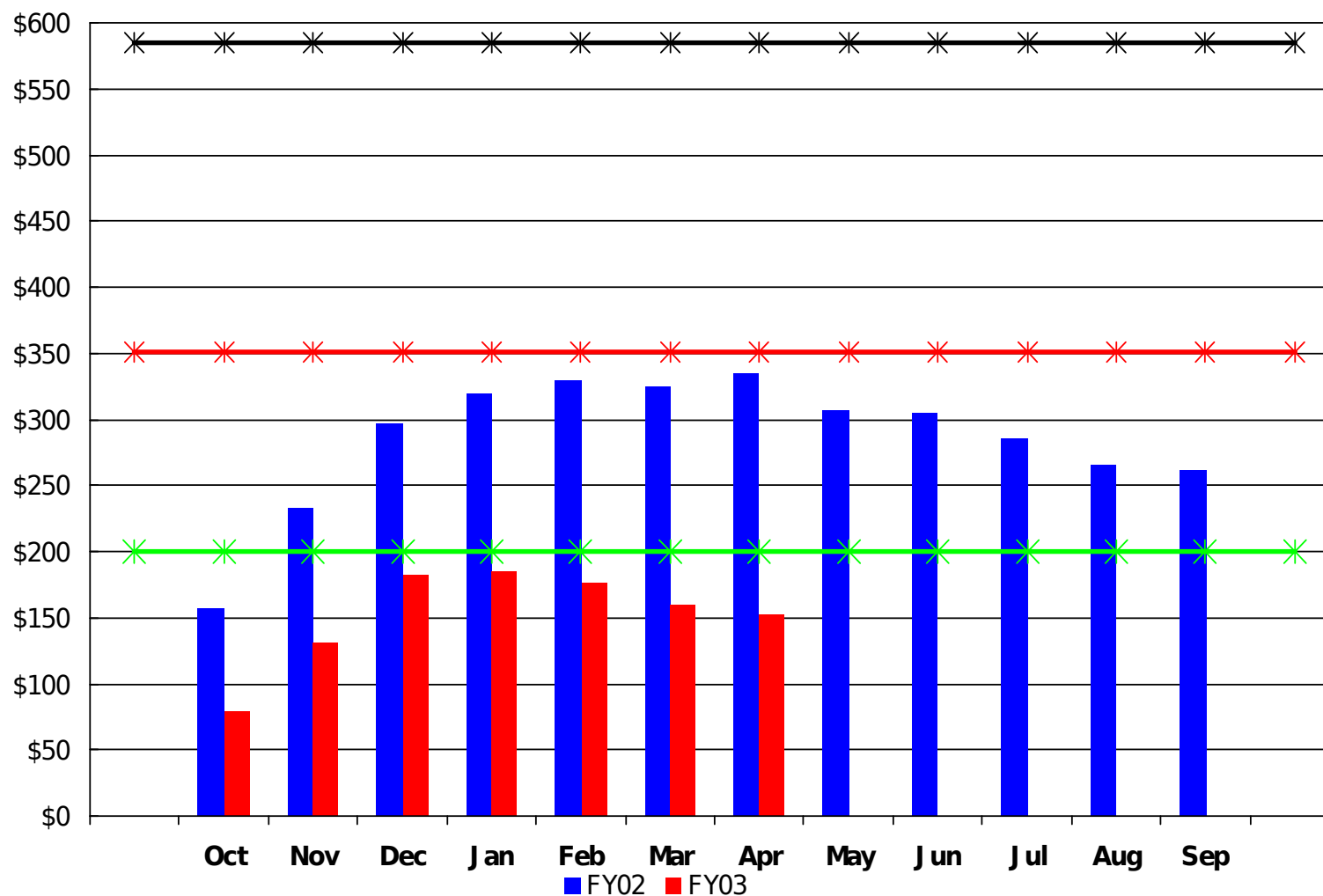
## FY02 vs FY 03





# Average Interest Per Million Obligated

## FY 02 vs FY 03



FY 01 AVG

AF GOAL

AETC GOAL







# Metrics and Issues



- WAWF-RA Metrics
  - Monthly Requirement
    - Number of Contractors to be trained
    - Number of Contractors trained and registered in WAWF-RA during the reporting period
    - Number of Contractors waived from submitting an electronic invoice via the WAWF-RA
- Other Issues
  - Contract format (Schedule B)
  - Certified Invoices
  - Conflicting payment instructions

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